# Digital Evidence
Creating a Juror Bundle

Juror access to digital evidence is provided within the portal. It is important to ensure that only exhibits that were admitted during a jury trial are provided to the jurors for review during deliberation.

The portal will create an Admitted sub-bundle once any exhibit is stamped using the Admitted stamp. However, the Admitted sub-bundle is created at the case level and not at the hearing level, which results in it containing any digital exhibit ever admitted during any hearing within the life of the case. For this reason, **it is required that a specific jury deliberation bundle be used when a jury trial was held**. *For example, in a criminal case, if an evidentiary hearing was held on July 1st and 3 exhibits were admitted, and a jury trial was held on July 30th and 5 exhibits were admitted, the Admitted sub-bundle would contain a total of 8 exhibits, of which only 5 should be made available to the jury.*

A placeholder Jury Deliberation Bundle will be included in the appropriate case type templates, and it is configured so that exhibits can be easily added from the jury trial sections.

1. **Add Admitted Exhibits to the Jury Deliberation Bundle**

   a. Find Case **>** Bundles tab **>** Locate the **Placeholder Jury Deliberation Bundle > Select Update**
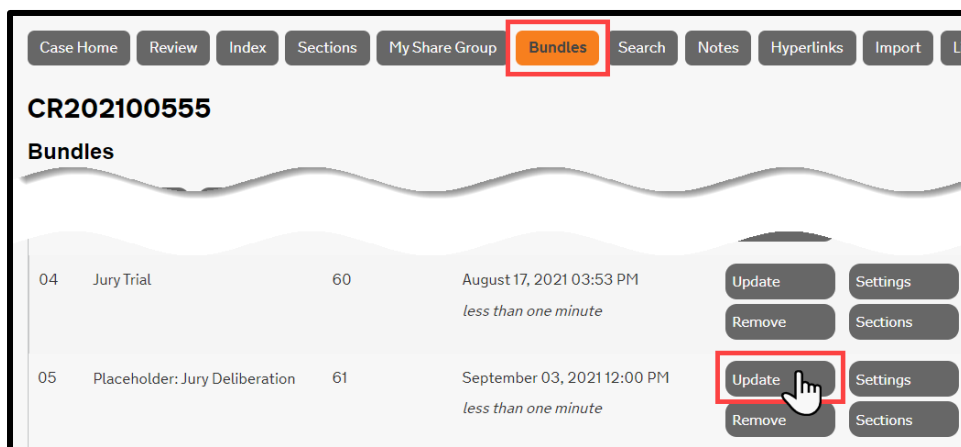
   i. **Remove "Placeholder:"** from the Bundle Name **>** Select **Save**
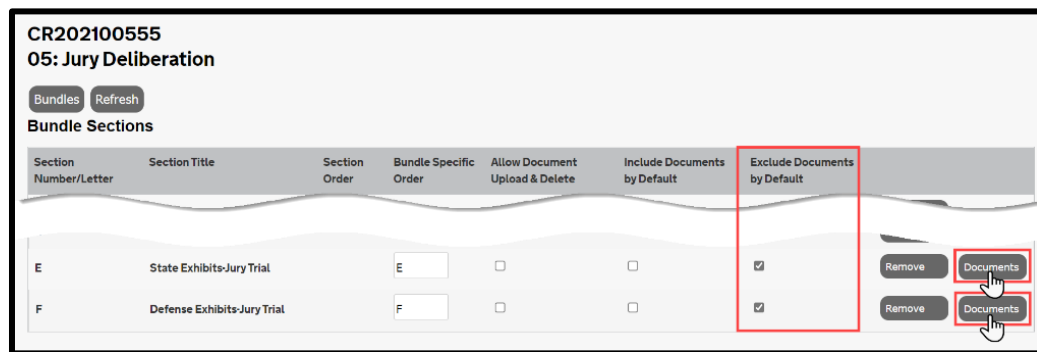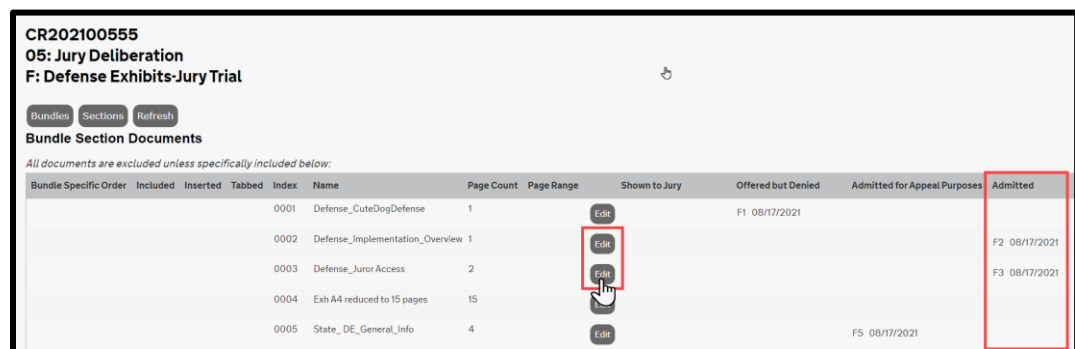
b. Select **Sections** for the Jury Deliberation Bundle
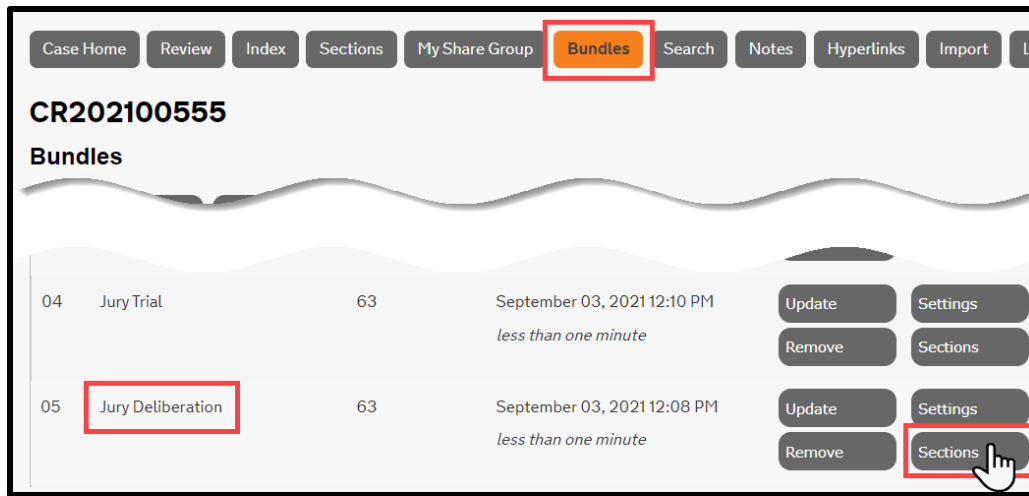
i. Select **Documents**, to view the list of all exhibits within each Jury Trial Section
Note: The Jury Trial Sections should already be associated to the Jury Deliberation Bundle, and 'Exclude Documents by Default' must be check marked

A. Select **Edit** for Each Exhibit that has an <u>Admitted Stamp</u>

B. Select the **box in the Included column**, to add a check mark, which will add each Admitted Exhibit to the Bundle
Note: changes are automatically saved, and the saving indicator will appear on the left

ii. **Repeat this step** until ALL Admitted Exhibits have been added to the Jury Deliberation Bundle

2. **Invite the appropriate Jury Account into the Case**

a. People tab **> Invite New Participant**

i. **ONLY Provide Access to the Jury Deliberation Bundle**
   Note: *the default access permission for juror accounts is only View Documents*

Invite A New Case Participant

Instructions

| Person's Email | **Enter Jury Account Email** ✓ |

Role   ◉ Juror

Expiry Date

Bundle Access

01: Master Bundle ☐ ?

02: Evidentiary Hearing July 16, 2021 ☐ ?

03: Hearing2 ☐ ?

04: Jury Trial ☐ ?

05: Jury Deliberation ☐ ?

Access Permissions

Change This Case ☐ ?

Add/Remove Party Documents ☐ ?

Download Documents ☐ ?

View Documents ☑ ?

Add Notes ☐ ?

Add Hyperlinks ☐ ?

Invite People ☐ ?

Update People's Access ☐ ?

Make Redactions ☐ ?

View Redaction Sub-categories ☐ ?

Emails

Send bundle update notifications by Email ☐ ?

Send Advisory Invitation Email ☐ ?

Invite